

SELF DIRECTED SUPPORT OFFICER			
Reference No.	I112.01	Type	Individual
Service	Social Work		
Job Family	Para Professional 4	Grade	FC6

Purpose
To provide support to operational Health and Social Care staff and Education and Children's Services staff as the Social Care (Self Directed Support) (Scotland) Act 2013 is implemented.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Providing support and guidance to operational Health and Social Care staff and Education and Children's Services staff undertaking outcome focussed assessments and support planning to ensure adherence to the duties under the Social Care (Self Directed Support) (Scotland) Act 2013. Providing information on the four options of support and the complexities of managing support under each option.</p> <p>Providing the following support:-</p> <ul style="list-style-type: none"> supporting with outcome focussed assessment and support planning sign posting to service provision (including low level interventions and community resources) governance of the various options under the legislation 	<p>Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent, in a relevant discipline e.g. Business Studies, Administration</p> <p>Moderate experience within a Social Work support environment</p> <p>Leadership skills (Take ownership – See 'How We Work Matters' Framework)</p> <p>Ability to work with minimal supervision</p> <p>Ability to manage workload (Focus on customers)</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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<ul style="list-style-type: none"> • supporting operational staff with funding applications • monitoring supported individuals' support management under their chosen option. In particular those who have chosen Option 1 (Direct Payment) and Option 2 (Individual Service Fund) • dealing with complaints from individuals, their families and/or carers. 	<p>Time management skills</p> <p>Ability to travel throughout Fife</p> <p>Ability to provide a regular and effective service</p> <p>Ability to evidence on-going continuing professional development</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p>Working closely with colleagues in Workforce Development and Planning to continue to raise awareness amongst staff and to ensure the specific training for operational and service delivery staff continues to adhere to the Service Self-Directed Support Training Strategy as well as ensuring the wider Service is kept up to date with any changes or updates from the Scottish Government in relation to SDS.</p>	<p>Significant experience in the implementation of self-directed support</p> <p>Ability to contribute to workshops and training sessions</p> <p>Presentation skills</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p>Providing support and guidance to operational staff to source service provision for supported individuals, sign posting to low level interventions and community based resources and opportunities for differing levels of eligibility.</p>	<p>Knowledge of service provision including local community based resources and supports</p>		✓
<p>Providing support in the calculation of indicative budgets for supported individuals utilising the system and where applicable, providing support in identifying actual budgets, ensuring any additional costs and charges required are included.</p>	<p>IT skills (Embrace technology and information)</p> <p>Experience of costing support services</p> <p>Experience of using Social Work specific software</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	✓

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Providing support and guidance to operational staff on any governance issues relating to the SDS options including assessing regulatory, budgetary and reputational risks to the local authority and advising operational staff of the outcome, providing advice where required, should amendments to support plans be necessary.			
Developing, preparing and issuing service level and contractual agreements to supported individuals and support providers under Option 1 (Direct Payment) or Option 2 (Individual Service Fund) and monitoring their return.			
Monitoring and reviewing supported individuals' management of their individual budgets, paid by the local authority under Options 1 and 2, in conjunction with colleagues in Social Work Contracts/Quality Assurance. Ensuring funds are being used appropriately and continue to meet identified outcomes and taking the appropriate action to either terminate or make alternative arrangements should discrepancies be identified.	Experience in undertaking investigations into financial irregularities Experience in undertaking complex financial reconciliation Problem solving skills (Deliver results) Ability to work under pressure	 ✓ ✓	✓ ✓
Responding to any issues raised in connection with either Adult and Child Support and Protection which are specific to the financial management of funds under Options 1 or 2. Liaising with colleagues in operational teams and taking any necessary action should discrepancies be identified in the management of funds as a result of either mismanagement or abuse of local authority funds.	Knowledge of current Adult and Child Support and Protection legislation Knowledge of the Council's processes and procedures in connection with Adult and Child Support and Protection issues		✓ ✓

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Maintaining and extracting accurate electronic and manual records of support services placed under the SDS legislation, as may be required for Scottish Government statistical purposes.	Record keeping skills (both manual and electronic) Knowledge of data protection legislation Knowledge of local processes and procedures when dealing with data	✓ 	 ✓ ✓
Keeping abreast of all changes in legislation affecting SDS and the Independent Living Fund (and its replacement) and ensuring this information is acted upon and cascaded across the Service as appropriate.	Communication skills	✓	
Establishing and maintaining relationships with external support providers ensuring there are no changes to their service delivery or organisational information that require to be updated on the new Information Website.	Partnership working skills (Work together)	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input checked="" type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results